

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 20-123T OPENING DATE: 21-Feb-20 CLOSING DATE: 11-Mar-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Supervisory Supply Technician, GS-2005-09, E-6/SSG - E-7/SFC, PARA/LN: 1826-106

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$43,713.00-\$56,823.00 PA

SUPERVISORY ☒ **MANAGERIAL** ☐

NON-SUPERVISORY/NON-MANAGERIAL ☐

LOCATION OF POSITION:

Western Army Aviation Training Site (WAATS), Red Rock, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive an **Indefinite Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the **Optional Form 612.**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, in a military unit supporting WAATS and be able to qualify for the following MOS: 92 series

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

Note: This position is subject to rotating shifts, night shifts, and weekends/holidays.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to plan, assign, direct and review the work of subordinates.
2. Ability to ensure the property book sections periodically perform asset visibility rebuild to validate data in the asset visibility files.
3. Ability to establish quality edit procedures and oversees the edit of all documents.
4. Ability to review and analyze listings and reports produced by the automated system, resolves problems on error listings, and provides guidance to personnel assigned to the Property Book Office.

SPECIALIZED EXPERIENCE: Must possess at least **24** months experience, education, or training dealing with cost estimates, budgets or funding management. Experience conducting extensive searches for required information; reconstruct records for complex supply transactions; and/or provide supply operations support.

BRIEF JOB DESCRIPTION: This position is located at the WAATS, Red Rock, Arizona. Its purpose is to serve as Property Book Officer and be responsible for the management of organizational property accounts. Explains work requirements, methods and procedures and gives special instructions on difficult or different operations. Responsible for the property book operations of the organization in the areas of inventory management, storage management, equipment coordination and supply management. Maintains property book accountability utilizing an automated system and related computer programs to account for property. Establishes quality edit procedures and oversees the edit of all documents. Coordinates with the USP&FO and subordinate units of the brigade on the lateral transfer and/or turn in of excess property. Performs other duties as assigned.

SELECTING OFFICIAL: COL Stephen Sawyer
